



Embassy of the United States of America

Manila, Philippines

26 March 2014

To: Prospective Offerors

Subject: Solicitation number SRP380-14-Q-0041

Enclosed is a Request for Quotation (RFQ) for Make Ready Services of Government-owned and Leased Properties (minor maintenance and repair of residences). To submit a proposal:

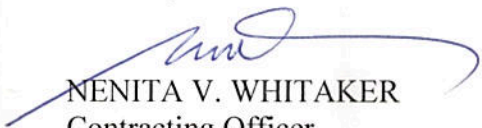
- follow the instructions in Section L of the solicitation,
- complete the required portions of the attached document, and
- submit your proposal to the address shown on the Standard Form 1442 that follows this letter.

A site visit and pre-proposal conference is scheduled on April 4, 2014 at 8:30AM at US Embassy Manila, Seafront Compound, Roxas Blvd., Pasay City. Please submit the names of your representative/s for the site visit and pre-proposal conference no later than 12:00 noon of April 2, 2014 via fax no. 548-6762.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions. However, we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by April 10, 2014 at 4:00pm local time.

Sincerely,


NENITA V. WHITAKER
Contracting Officer

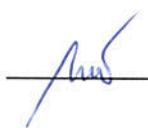
Enclosure

RFQ No. SRP380-14-Q-0041


Cleared: CSMecabalo
Drafter: KGCAlcantara

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE	OF	PAGES
	SRP380-14-Q-0041	<input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	03/27/14	1		88

IMPORTANT - The "offer" section on the reverse must be fully completed by offeror.

4. CONTRACT NO.		5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
		PR3102777	
7. ISSUED BY	CODE	8. ADDRESS OFFER TO	
US Embassy Manila GSO Contracting & Procurement Seafront Compound Roxas Blvd., Pasay City		Ms. Nenita V. Whitaker Contracting Officer US Embassy Manila GSO Contracting & Procurement Seafront Compound Roxas Blvd., Pasay City	
NVW: 			
9. FOR INFORMATION CALL:	a. NAME	b. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)	
	Kristine C. Alcantara/Belle S. Mecabalo	(632) 832-0826	

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date)

The contractor shall provide personnel, supplies and equipment, unless otherwise indicated, for all Make-Ready Services for USG-owned, short term lease (STL) and long term lease (LTL) residences for US Embassy Manila as described in Sections B & C of this contract and the exhibits in Section J.

Section A - SF-1442, Solicitation, Offer and Award
 Section B - Supplies or Services and Prices/Costs
 Section C - Description/Specifications/Work Statement
 Section D - Packaging and Marking
 Section E - Inspection and Acceptance
 Section F - Deliveries or Performance
 Section G - Contract Administration Data
 Section H - Special Contract Requirements
 Section I - Contract Clauses
 Section J - List of Documents, Exhibits and Other Attachments
 Section K - Representations, Certifications, and Other Statements of Offerors
 Section L - Instructions, Conditions, and Notices to Offerors
 Section M - Evaluation Factors for Award

11. The contractor shall begin performance on NTP date calendar days and complete it within ** calendar days after receiving ☐ award, ☒ notice to proceed. This performance period is ☒ mandatory ☐ negotiable. (See ** as indicated in task order).

12a. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS?
(If "YES", indicate within how many calendar days after award in Item 12b.)

☒ YES ☐ NO

12b. CALENDAR DAYS

10

13. ADDITIONAL SOLICITATION REQUIREMENTS:

a. Sealed offers in original and 4 copies to perform the work required are due at the place specified in Item 8 by 4:00 (hour) local time 04/10/14 (date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

b. An offer guarantee ☐ is, ☒ is not required.

c. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

d. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

OFFER (Must be fully completed by offeror)

14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)

15. TELEPHONE NO. (Include area code)

16. REMITTANCE ADDRESS (Include only if different than Item 14.)

CODE

FACILITY CODE

17. The offeror agrees to perform the work required at the prices specified below in strict accordance with the terms of this solicitation, if this offer is accepted by the Government in writing within _____ calendar days after the date offers are due. (Insert any number equal to or greater than the minimum requirement stated in Item 13d. Failure to insert any number means the offeror accepts the minimum in Item 13d.)

AMOUNTS 

18. The offeror agrees to furnish any required performance and payment bonds.

19. ACKNOWLEDGMENT OF AMENDMENTS

(The offeror acknowledges receipt of amendments to the solicitation -- give number and date of each)

AMENDMENT NO.

DATE

20a. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

20b. SIGNATURE

20c. OFFER DATE

AWARD (To be completed by Government)

21. ITEMS ACCEPTED:

22. AMOUNT

23. ACCOUNTING AND APPROPRIATION DATA

24. SUBMIT INVOICES TO ADDRESS SHOWN IN
(4 copies unless otherwise specified)ITEM 

25. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO

☐ 10 U.S.C. 2304(c) () ☐ 41 U.S.C. 253(c) ()

26. ADMINISTERED BY

27. PAYMENT WILL BE MADE BY

CONTRACTING OFFICER WILL COMPLETE ITEM 28 OR 29 AS APPLICABLE

☐ 28. NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all work requirements identified on this form and any continuation sheets for the consideration stated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this contract award, (b) the solicitation, and (c) the clauses, representations, certifications, and specifications incorporated by reference in or attached to this contract.

☐ 29. AWARD (Contractor is not required to sign this document.) Your offer on this solicitation is hereby accepted as to the items listed. This award consummates the contract, which consists of (a) the Government solicitation and your offer, and (b) this contract award. No further contractual document is necessary.

30a. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN
(Type or print)

31a. NAME OF CONTRACTING OFFICER (Type or print)

30b. SIGNATURE

30c. DATE

31b. UNITED STATES OF AMERICA

31c. DATE

BY